

<p>Montana Department of Public Health & Human Services</p> <p>CHILD CARE</p>	<p>Section:</p> <p>Overview - Best Beginnings Child Care Scholarships</p> <hr/> <p>Subject:</p> <p>Child Care Provider Eligibility - Overview</p>
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Supersedes: 1-10 (7/01/03)

References: Sections 52-2-701-704, 52-2-711-713, 53-4-610 MCA;
Sections 37.80.101-103, 37.80.201-202, 37.80.205-206, 37.80.301-302,
37.80.305 -306, 37.80.315-316, 37.80.501 ARM
45 CFR Part 98

General Rule The child, the parents, and the child care provider must qualify to participate in the Best Beginnings Child Care Scholarship program. Child care providers must be licensed, registered or approved for a state payment purposes as a legally unregistered provider (LUP) or a legally unregistered in-home provider (LUI).

Parental Access to Child in Care The provider must allow unlimited parental access to the parent's children and to the child care facility during normal hours of the facility's operation, whenever the children are in the provider's care.

No Discrimination The child care provider may not discriminate against children based on race, national origin, ethnic background, sex, religion, or handicap.

Child's Relationship to Care Provider Not every care arrangement qualifies for a Best Beginnings Child Care Scholarship. A child is NOT eligible for a Best Beginnings Child Care Scholarship if the child is related to the child's care provider in any of the following ways:

- ☐ The child's care provider is the child's parent.
- ☐ The child's care facility is owned, entirely or in part, by the parent.
- ☐ The child's care provider is a member of the child's TANF Cash assistance unit.
- ☐ The child's care provider is a member of the child's Best Beginnings Child Care Scholarship eligibility unit.

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Parents may choose an approved LUI who is referred to as an At-Home Relative Caregiver. This is child care that is provided by a person living with the child who is a relative of the child in one of the following ways:

- ☐ Aunt or Uncle;
- ☐ Grandparent; or
- ☐ Great-grandparent

The relationship of a qualifying provider who lives with the child must be verified through birth certificates and marriage certificates.

**Providers Shall
Maintain Their
License,
Registration or
Payment
Number**

Parents may choose care provided in the following settings:

- ☐ Licensed Child Care Center (*details in QAD licensing addendum*)
- ☐ Registered Family or Group Home (*details in QAD licensing addendum*)
- ☐ Legally Unregistered Provider – LUP applicants must pass background checks before they are eligible (*see Legally Unregistered Providers*)
- ☐ Out-of-State Facilities who have obtained a “For-Payment-Purposes-Only” number from the QAD Child Care Licensing Program

EXAMPLE: A parent and child are residents of Montana. The parent selects an out-of-state child care provider for their child, where the parent works.

EXAMPLE: A Montana foster child living out-of-state may use CPS child care.

All child care providers, and their employees and substitute caregivers, must pass background checks to provide care under the Best Beginnings Child Care Scholarship program.

**Providers
Licensed by
Another Entity**

Out-of-jurisdiction providers must complete Montana's child care licensing paperwork and send a copy of their licensing/registration credentials. Once the Child Care Licensing Program determines that the licensing/registration criteria meet or exceed Montana standards, a "for-payment-purposes-only"

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number may be issued. Out-of-jurisdiction providers seeking approval to serve Montana families under a Best Beginnings Child Care Scholarship shall contact the DPHHS QAD Child Care Licensing Program:

DPHHS QAD Child Care Licensing Program
 Becky Fleming-Siebenaler
 PO Box 202953
 Helena, MT 59620-2953
 Office: (406) 444-7770
 FAX: (406) 444-1742
bfleming@mt.gov

Montana currently recognizes select providers in the following political boundaries:

- ☐ Child care providers located on an Indian reservation. Currently, most tribes invite the State of Montana to license/register their child care providers with the exception of Crow and the Northern Cheyenne reservations.
- ☐ Malmstrom Air Force Base, near Great Falls
- ☐ Wyoming (Group Day Care)

**Providers Shall
Maintain
Sign-in/Sign-out
Sheets**

All child care providers (including LUPs/LUIs) shall maintain current sign-in/sign-out records for each child receiving child care assistance and utilize them as follows:

- ☐ Each time the child enters or leaves the provider's care, the parent or other individual authorized to deliver or pick up the child shall initial or sign the sign-in/sign-out sheet. An electronic signature system may be used if it employs a unique and confidential identification process for individuals.
- ☐ Sign-in/sign-out records must indicate the child's name, the date, the hour, and the minute when the child enters and leaves the provider's care.
- ☐ The provider shall make sign-in/sign-out records available to child care resource and referral agency staff and state and local government health, safety, or law enforcement representatives upon request.

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- ❑ The provider shall keep sign-in/sign-out records for five years beyond the date of attendance.

**Providers Shall
Allow Access to
Facility and
Records**

A child care provider shall allow access to their child care setting and child records during business hours to the following personnel:

- ❑ employees or other agents of state or local government;
- ❑ CCR&R personnel investigating child care services; and
- ❑ Health, building or fire officials investigating child care facility health and safety issues.

Providers must keep sign-in/sign-out records for five years.

**Providers Shall
Bill for Actual
Attendance
within Limits of
the Child Care
Certification
Plan**



The provider's claim must be for actual care provided by the provider designated on the child care certification plan and subject to the limitations of continuity-of-care policies outlined in section 6-6 of this manual. The provider may not bill for care subcontracted to another individual or facility.

- ❑ The claim must indicate the child's actual attendance, within one quarter hour as it relates to approved activities. The provider's claim may be rounded to the nearest quarter hour of total daily attendance.
- ❑ The claim must be verifiable through the provider's sign-in/sign-out records as noted above.

**Providers Shall
Submit Invoices
Within 60 Days**

Child care providers have 60 days to submit claims for services:

- ❑ Providers must submit invoices to their district CCR&R, or submit the invoice on the CCUBS Provider Internet Invoicing web page, within 60 days of the service month to be eligible for payment.
- ❑ If the child care certification plan is not available during the service month, the invoice, is due at the district CCR&R within 60 days following the provider's receipt of the invoice.
- ❑ If corrections or adjustments to a submitted invoice are necessary, they must be received by the CCR&R within the 60-day period prescribed.

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**Providers Losing
Their Status
Shall Notify
Parents**

Child care providers shall maintain their License, Registration, or Legally Unregistered Provider (LUP) status. If they lose their provider status for any reason, they shall immediately notify the Best Beginnings Child Care Scholarship families with children in their care. A Best Beginnings Child Care Scholarship is not paid to a provider who is not licensed, registered, or legally operating in the State of Montana. The provider may not bill the household for payments denied by the department due to the provider's failure to comply with licensing, certification or registration requirements.

**Provider Rights
and
Responsibilities**



Child care providers serving Best Beginnings Child Care Scholarship families shall annually review and sign a "Provider Rights & Responsibilities" form. CCR&Rs shall file a signed copy for each provider serving a scholarship family. If a new provider has not already signed a "Provider Rights & Responsibilities" form, the CCR&R shall obtain a signed copy at the New Provider Orientation.

When policies change, the ECSB will mail new "Provider Rights & Responsibilities" forms statewide. Meanwhile, CCR&Rs shall distribute the "Provider Rights & Responsibilities" to new providers as they become licensed, registered, or approved for payment under LUP status and should develop a system to distribute and collect "Provider Rights & Responsibilities" from existing providers on an annual basis.

